

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-60-28

24 February 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Transfer of Official Personnel Folders

REFERENCE: [] paragraph 4, dated 9 February 1981

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RESCISSION: OPM 20-60-16 dated 5 April 1979

1. All Personnel Officers, Personnel Assistants and others concerned with personnel matters are reminded of their responsibility to control the loan of Official Personnel Folders. Each individual so involved should be knowledgeable of [] "Control and Loan of Official Personnel Folders." Any authorized official who has temporary custody of the Official Personnel Folder of an employee will not transfer that folder to another operating office without first obtaining approval from the appropriate Career Service official of the employee concerned. Attention is called to the following portions pertaining to procedures for transferring Official Personnel Folders:

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a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not under supervisory jurisdiction, the official will not transfer that folder to an authorized official in another operating office without first obtaining approval from the Head of the Career Service of the employee concerned.

b. When an Official Personnel Folder is transferred between operating offices, the authorized official who transfers the folder must report this action by completing and signing Form 198a, Certified Transfer Report (Figure 3), and forwarding the form to the Files Section, OR. (A Supply of Form 198a is contained in an envelope fastened on top of the documents filed on the right side of the Official Personnel Folder.)

c. When an Official Personnel Folder is transferred within an operating office, it is not necessary to complete a Form 198a. The authorized official who obtained the folder initially will continue to have personal responsibility for the control and security of the file. The control should include a positive method for quick location and recovery of the file in the event the D/OP has need to recall it.

d. Each authorized official who obtains an Official Personnel Folder from OP or to whom a folder is transferred is responsible for ensuring that the folder is made available only to those individuals who have an official need for it.

ADMINISTRATIVE - INTERNAL USE ONLY

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2. Any questions regarding the transfer of folders should be directed to the Office of Personnel, Transactions and Records Branch,

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✓ James N. Glerum
Director of Personnel

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